



RECYCLED WATER PLAN REVIEW CHECKLIST

Site Name: _____
 Site Address: _____
 Site Owner: _____
 Contact Person: _____ Phone: _____
 Site User: _____ **User ID:** _____
 Drawing No.: _____ R.W. No.: _____
 Work Order No.: _____ APN: _____
 Lambert Coordinate: _____ Gate Book Sheet No.: _____

Provided **Need**

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit 3 sets of "D" sheet landscape/irrigation plans that include a scaled site plan. Submit 4 sets of plans and an Engineering Report for dual plumbing or cooling towers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide completed Potable Water Meter Data Card. Show all irrigation fixtures, pressure range and length of run. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide GPM demand. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide estimated usage (AFY = acre feet per year). |
| <input type="checkbox"/> | <input type="checkbox"/> | Title sheet showing Vicinity Map, Project Location Map, and Key Map. Verify Title block complete (i.e. WO#, NP#). |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan. Show legal description of property. Include property lines and lot number(s), subdivision name, map number and APN number. Provide copy of Sub. Map/Parcel Map showing property if necessary.
Example: Lot 2 of Scripps Ranch North #1 Map# 10400
For parcels: Par 2 of Lot 1, Scripps Ranch North #1, PM 13877 |
| <input type="checkbox"/> | <input type="checkbox"/> | Show street names. Provide address ranges (all streets) of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location and addresses of existing and proposed buildings on the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show UserID on each sheet of plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Show correct Work Order No. on each sheet of plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Include drawing #'s and label meters (100' scale preferred). |

Provided Need

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Use correct language - i.e. mains, services, laterals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and label all <u>proposed</u> water (potable and recycled) mains, services, meters, fire services and show respective sizes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and label all <u>existing</u> water (potable and recycled) mains, services, meters, fire services and show respective sizes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location, size, serial number and address of all <u>existing</u> water (potable and recycled) services, meters and fire services. |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing unused water and recycled water services shall be killed at main by contractor. |
| <input type="checkbox"/> | <input type="checkbox"/> | If by city forces - call out location to be installed. Standard location info:

Facing the property ____feet right of the left property line in alley/street/easement and/or street name.

Facing the property ____feet left of the right property line in alley/street/easement and/or street name. |
| <input type="checkbox"/> | <input type="checkbox"/> | If work to be done by contractor - obtain either engineering permit to trench in street, or public improvement drawing. |
| <input type="checkbox"/> | <input type="checkbox"/> | If mains are in easements, show easements on site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit water and recycled water easement documents. If water main is in easement, show easements on site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit Encroachment Removal Agreement (ERA) for private utilities within Water/Recycled Water easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | All tee and crosses shall be valved, typical all sheets (water main only). |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all work to be done on plan/profile view and by legend items. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide Potable Water Data Table. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide Recycled Water Data Table. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show on the plans the extent work to be installed by City forces or private contractor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Call out what the new recycled water meter will serve i.e. irrigation only (no sewer fee), process water/cooling tower (sewer fee). |

Provided	Need
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|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Provide reference drawing numbers for all existing water, recycled water and sewer mains with centerline dimensions and size and type of mains, typical all sheets. Include copy of signed and approved water (potable and recycled) improvement drawings ("D" drawings), contracts/agreements, reference drawings, and any other pertinent information if necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide Water and current City of San Diego Recycled Water Notes, including emergency contact and after hours contact name and phone number. |
| <input type="checkbox"/> | <input type="checkbox"/> Call out ball valve with <u>1/4"</u> female thread on cross-connection control test station – refer to detail. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide County of San Diego Department of Environmental Health Recycled water number on the plans. |
| | SHOW SYMBOL AND CALL-OUT |
| <input type="checkbox"/> | <input type="checkbox"/> Install cross-connection test station |
| <input type="checkbox"/> | <input type="checkbox"/> "Do not drink" signage (see standard sign detail) |
| <input type="checkbox"/> | <input type="checkbox"/> Purple recycled water valve I.D. tag |
| <input type="checkbox"/> | <input type="checkbox"/> Include copy of water improvement drawings, contracts/agreements and any other pertinent information |
| <input type="checkbox"/> | <input type="checkbox"/> Include purple pipe where applicable in legend |
| <input type="checkbox"/> | <input type="checkbox"/> See other comments on plans. |
| | Other / Site Specific Notes |
| <input type="checkbox"/> | <input type="checkbox"/> Location of "Do not drink signs" |
| <input type="checkbox"/> | <input type="checkbox"/> Location of Cross Connection Test Stations - Show test station at the end of a branch, or at the farthest point from the meter on the main line as well as at the meter. |
| <input type="checkbox"/> | <input type="checkbox"/> Gate Valve Locations |
| <input type="checkbox"/> | <input type="checkbox"/> Include pressure zone, PSI and GPM |

*note: no backflow required when using recycled water for irrigation

Cooling Towers:

Provide completed Water Meter Data Card

Show how many Gallons Per Day of water used

Show how many Gallons Per Day of water lost to evaporation

Provide name, mailing address and day time telephone number of person who will be responsible for the **monthly billing of the meter**.

Name: _____

Mailing Address: _____

Contact

Person: _____ Phone: _____

Additional comments:

It is advisable that you submit a request for a new, separate recycled water meter well in advance of needing it. Provide information and plans for the "New Service Sequence Request (NSSQ) request".

Quick coupling valve for recycled water must be different from potable water. Refer to Recycled Water Note #8.

Use current City of San Diego Recycled Water Notes on plans.

Use City of San Diego standard approved details (Regional design Standards & Book 7 as applicable).

*DEH approval is required prior to City approval. When all corrections are met, please provide two (2) County approved sets of plans for City approval.

If corrections are needed, please resubmit 2 sets of plans with mark ups.

City of San Diego Use Only

Plan submitted date: _____

Deposit check # _____

Account holds: _____

Status:

___ **Your plans have been approved by the City.**

___ **Your plans are incomplete and we request additional information.**

Plan Checker: _____

Plan Check Date: _____